

State of Tennessee
Department of Children's Services
Records Retention
Alphabetical Order by Record Series Title

Child / Youth Records

RDA Number Records Title and Description

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| 1246 | SEALED ADOPTION FILES Approved: July 14, 1983 |
| | SEALED ADOPTION FILES (CONFIDENTIAL) - FORMS, DOCUMENTS, REPORTS, SUMMARIES, CORRESPONDENCE, ETC. SEALED BEFORE TRANSFER TO STATE RECORDS CENTER; TO BE RETRIEVED ONLY BY AUTHORIZED DHS PERSONNEL. |
| Disposition | HOLD IN AGENCY UNTIL FINAL DECREE OF ADOPTION. TRANSFER TO STATE RECORD CENTER FOR PERMANENT RETENTION. |
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| 2368 | ADOPTIONS ASSISTANCE FORMS Approved: August 30, 1995 |
| | ADOPTION ASSISTANCE APPLICATION, AGREEMENT AND RENEWAL. |
| Disposition | FILES ARE TO BE CUT OFF ON JUNE 30TH AFTER THE CHILD'S 24TH BIRTHDAY. HELD IN AGENCY 7 YEARS THEN DESTROY. |

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2993 CLOSED CPS Case Files

Approved Date: August 4th, 2008

CLOSED CPS AND ASSESSMENT CASE FILES THAT MAY INCLUDE FAILURE TO THRIVE, PHYSICAL AND SEXUAL ABUSE INJURY REPORTS AND DOCUMENTATION OF INVESTIGATIVE ACTIVITIES, E.G. INTERVIEWS, MEDICAL AND PSYCHOLOGICAL EVALUATIONS, ETC., THAT HAVE BEEN CONDUCTED AND A SUPERVISOR HAS APPROVED THE CLOSURE AND DATED THE RECORD.

Disposition THE FILES ARE TO BE CUT OFF ON JUNE 30TH FOLLOWING CLOSURE OF INVESTIGATION THEN, MAINTAIN IN AGENCY FOR 15 YEARS. THEN TRANSFER TO RECORDS HOLDING FOR 30 YEARS; THEN DESTROY.

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2982 CLOSED DCS-HOME COUNTY CHILD CASE FILES
Approved: Feb 21, 2008

"ORIGINAL" CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN. CASE RECORDINGS/NOTES, DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER. PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON SOCIAL SERVICES AND JUVENILE JUSTICE CHILDREN THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.

Disposition THE FILES ARE TO BE CUT OFF ON JUNE 30TH FOLLOWING THE CHILD'S 24TH BIRTHDAY THEN, MAINTAIN IN AGENCY SEVEN (7) YEAR(S); THEN DESTROY.

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| 2880 | <p>CLOSED DCS-RESIDENTIAL CASE MANAGER FILES Approved: June 7, 2001</p> <p>"DUMMY" CASE FILE RECORD, INCLUDING DEMOGRAPHICS, ASSESSMENT, TREATMENT, PERMANENCY PLAN, CASE RECORDINGS/NOTES. DISCIPLINARY REPORTS, PLACEMENT, COURT ORDER, PHOTOGRAPHS AND OTHER MISCELLANEOUS INFORMATION ON A CHILD PLACED IN A FOSTER HOME OR CONTRACT AGENCY THAT IS NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF THE STATE.</p> |
| Disposition | <p>THE FILES ARE TO BE CUT OFF AT THE CHILD'S 19TH BIRTHDAY THEN, DESTROY.</p> |
| 2875 | <p>CLOSED DCS-RESIDENTIAL TREATMENT FACILITIES CHILD FILES Approved: June 7, 2001</p> <p>ORIGINAL CASE FILE RECORDS, INCLUDING DEMOGRAPHICS, ASSESSMENT, PERMANENCY PLAN, DISCIPLINARY REPORTS, PHOTOGRAPHS, AND OTHER MISCELLANEOUS INFORMATION, BUT NOT TO INCLUDE SPECIFIC EDUCATIONAL RECORDS, SPECIFIC MEDICAL RECORDS, OR CASE RECORDINGS/NOTES ON A CHILD NO LONGER IN THE PHYSICAL CUSTODY, CONTROL OR SUPERVISION OF DCS.</p> |
| Disposition | <p>THE FILES ARE TO BE CUT OFF AT CHILD'S 22ND BIRTHDAY THEN. DESTROY.</p> |

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**2887 CLOSED FCIP-CSA CASE MANAGER FILES
Approved: December 6, 2001**

**ORIGINAL CSA PREVENTION CASE FILE RECORDS CONTAINING
SPECIFIC CHILD/FAMILY AND CASE RECORDINGS ON A NON-
CUSTODY CHILD.**

Disposition

**THE FILES ARE TO BE CUT OFF AT THE CHILD'S 18TH BIRTHDAY
THEN, MAINTAIN IN AGENCY ONE (1) YEAR(S) THEN, DESTROY.**

